



COMMONWEALTH of VIRGINIA
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

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EXAMINATION POLICY

#600-02

EXAMINATION SITE CONDUCT

EFFECTIVE DATE: March 20, 2006

APPROVED BY:

I. HISTORY

This policy replaces Examination Policy #600-02, Examination Site Conduct, effective February 10, 2003

II. PURPOSE

The purpose of this policy is to establish guidelines for Department of Professional and Occupational and examination vendor/contractor staff to follow when dealing with prohibited conduct or irregularities at examination sites

III. POLICY

Pursuant to § 54 1-102 of the *Code of Virginia*, it is unlawful for any person to procure, or assist another to procure, through theft, fraud or other illegal means, a license, certificate, permit, or other authorization issued by the Department Conduct exhibited by examination candidates at examination sites that compromises the validity, reliability, and security of the examination as well as the efficient and effective administration of the examination is prohibited

IV. DEFINITIONS

Prohibited Conduct

Any behavior taking place before, during or following an examination that compromises the validity, reliability, or security of an examination, is disturbing to others, or detracts from the efficient and effective administration of an examination including, but not limited to

- 1 Looking at another candidate's answer sheet/test booklet or giving assistance to another candidate during administration of an examination

2. Unauthorized use of electronic devices (cell phones, tape/digital recorders, etc.), notes, sample tests, references, and answer keys during the administration of an examination
3. Copying or recording (in writing, electronically or any other means) any part of an examination, with or without intent to remove the material from the examination room
4. Exhibiting distracting or disruptive behavior at the examination site
5. Continuing to fill in answer sheets or answer test questions after time has been called
6. Impersonating an examination candidate or using false identification to take an examination

Irregularity Report

A report prepared by an examination proctor that details any irregularities encountered during the administration of an examination (<I:\DPOR Forms\Examinations\Testing Irregularity Report.doc>). Examples of irregularities include illness, power failures, late arrival of candidates, emergencies, candidate names not appearing on the candidate roster, improper identification, timing irregularity, disturbances, defective test materials, and any prohibited conduct as defined above.

V. PROCEDURES

A. EXAMINATION SITE CONDUCT AGREEMENT

Prior to administration of the examination, all approved examination candidates shall be required to read, complete, sign, and submit an Examination Site Conduct Agreement form (<I:\DPOR Forms\Examinations\Examination Site Agreement.doc>) provided by the Department of Professional and Occupational Regulation which acknowledges the candidates understanding of actions that constitute prohibited conduct and any consequences associated with that conduct. All Department and examination vendor/contractor proctors shall also read the Agreement as part of the instructions given to candidates at the test site prior to administration of the examination.

B. HANDLING PROHIBITED CONDUCT

When prohibited conduct is observed at an examination site, proctors are encouraged to exercise sound judgment and common sense in handling each

incident in order to avoid creating a disturbance. Proctors are discouraged from confronting hostile candidates, making physical contact with a candidate or placing themselves in a position where the candidate could harm them. Whenever possible, the conduct should be brought to the attention of a second proctor to ensure corroboration of the incident. No additional time shall be afforded to a candidate exhibiting any prohibited behavior. All observations of prohibited conduct must be documented on the Testing Irregularity Report (<I:\DPOR Forms\Examinations\Testing Irregularity Report.doc>) and handled according to the following guidelines.

1. In situations where a candidate is looking at another candidate's answer sheet/test booklet or giving assistance to another candidate during administration of an examination:
 - a) The proctor shall discuss the observed behavior with the exam candidate and request correction of the behavior.
 - b) If the prohibited conduct continues, the proctor shall reclaim all examination materials and expel the candidate from the test site.
2. Unauthorized use of electronic devices (cell phones, tape/digital recorders, etc.), notes, sample tests, references, and answer keys during the administration of an examination:
 - a) If discovered prior to the start of the examination where the candidate did not have an opportunity to use the information to answer test questions, the candidate shall be asked to relinquish the materials. Upon surrendering the materials, the candidate may take the examination.
 - b) If the candidate refuses to turn over the materials or the materials are discovered during the examination, thereby affording the candidate an opportunity to use the unauthorized materials, the proctor shall reclaim all examination materials and expel the candidate from the test site.
3. Copying or recording (in writing, electronically or any other means) any part of an examination, with or without intent to remove the material from the examination room:
 - a) The candidate shall be asked to turn over the unauthorized materials. On open book examinations only, the candidate may continue to use any authorized materials after relinquishing the unauthorized materials to the proctor.
 - b) If the candidate refuses to turn over the materials and/or references, the proctor shall reclaim all examination materials and expel the candidate from the test site. Whenever possible, copies of the notes, references, etc. should be made prior to the candidate leaving the test site.

4. Situations where a candidate exhibits distracting or disruptive behavior at the examination site call for caution and sound judgment in determining if law enforcement officials should be notified.
 - a) The proctor shall discuss the observed behavior with the exam candidate and request correction of the behavior.
 - b) If the prohibited conduct continues, the proctor shall reclaim all examination materials and expel the candidate from the test site.
5. Continuing to fill in answer sheets or answer test questions after time has been called:
 - a) The proctor shall warn the candidate that time has been called and it is time to turn in all test materials.
 - b) After the initial warning, any continuation of the prohibited conduct shall result in the collection of all examination materials and expulsion from the test site.
6. Impersonating an examination candidate or using false identification to take an examination
 - a) If determination of false identity is made prior to the start of the examination, the candidate shall be immediately expelled from the test site.
 - b) If determination of false identity is made during administration of the examination, the proctor shall inform the imposter of the discovery, reclaim all examination materials, and expel the individual from the test site.
 - c) If determination of false identity is made at or following the conclusion of the examination, the proctor shall document the incident and forward the documentation and the answer sheet to the Department without notifying the candidate of the examination results.

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